

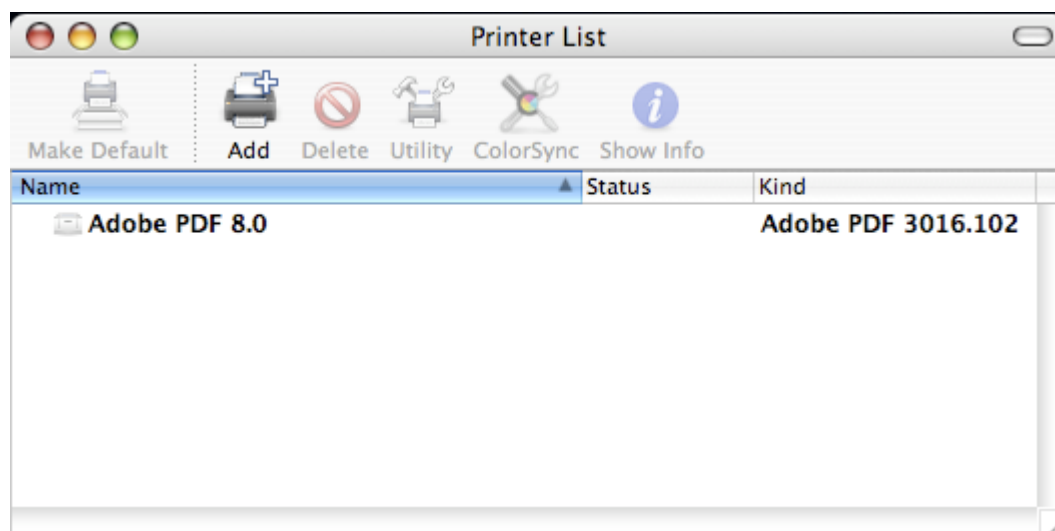
# How to set up the Savin 8055

And set the Hold Function on the Mac

12/11/2007

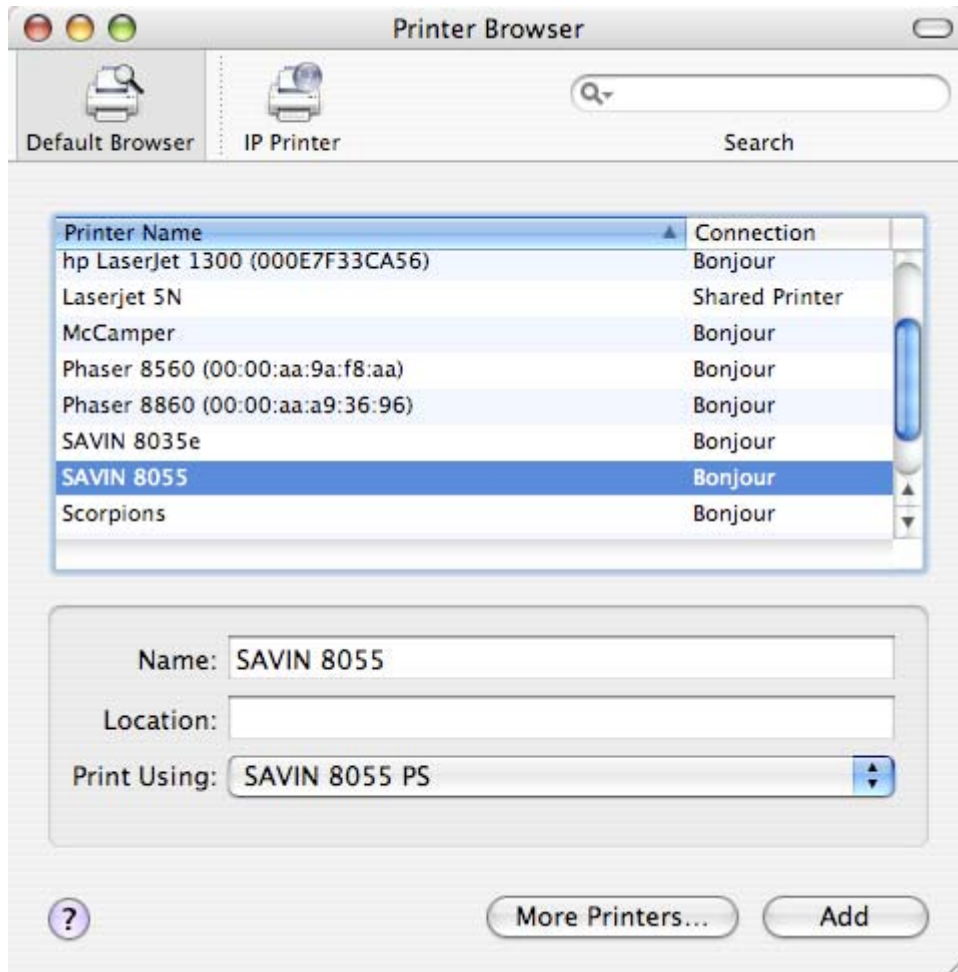
OTSD IT

## How to set up the Savin 8055 copier-printer and set the hold function on the Mac.



Go to [Printer set up utility](#) in utilities

Click on [Add](#)



Select the Savin 8055

Savin 8055 PS should automatically fill in in the **Print Using:** box. If it does not then you have not received the drivers. If this is the case, please contact IT and we can install the driver package for you.

If it is there then click **Add** and the next screen will pop up.

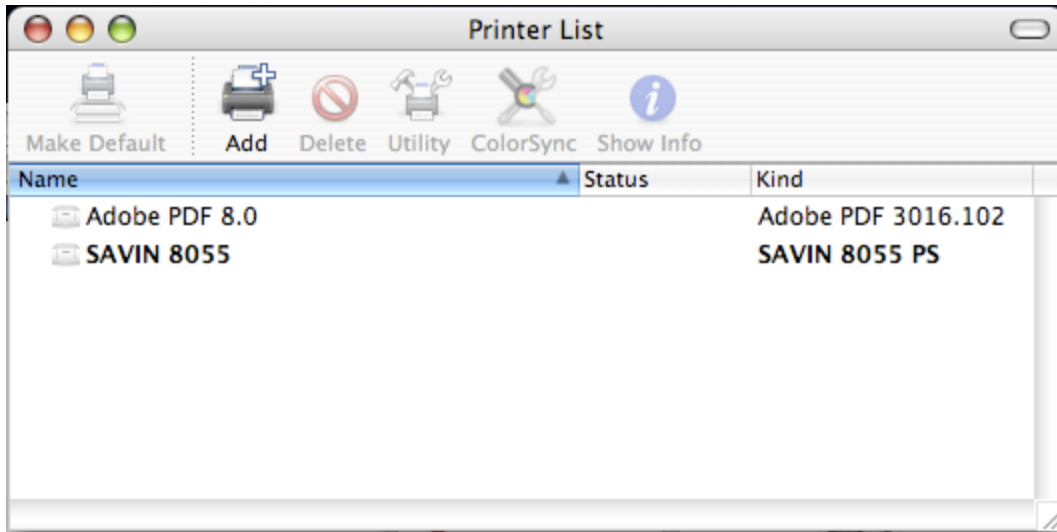


Drop down the menu next to [Finisher](#):  
Select [Finisher SR970](#)



The window should now look like this...

Click [Continue](#)



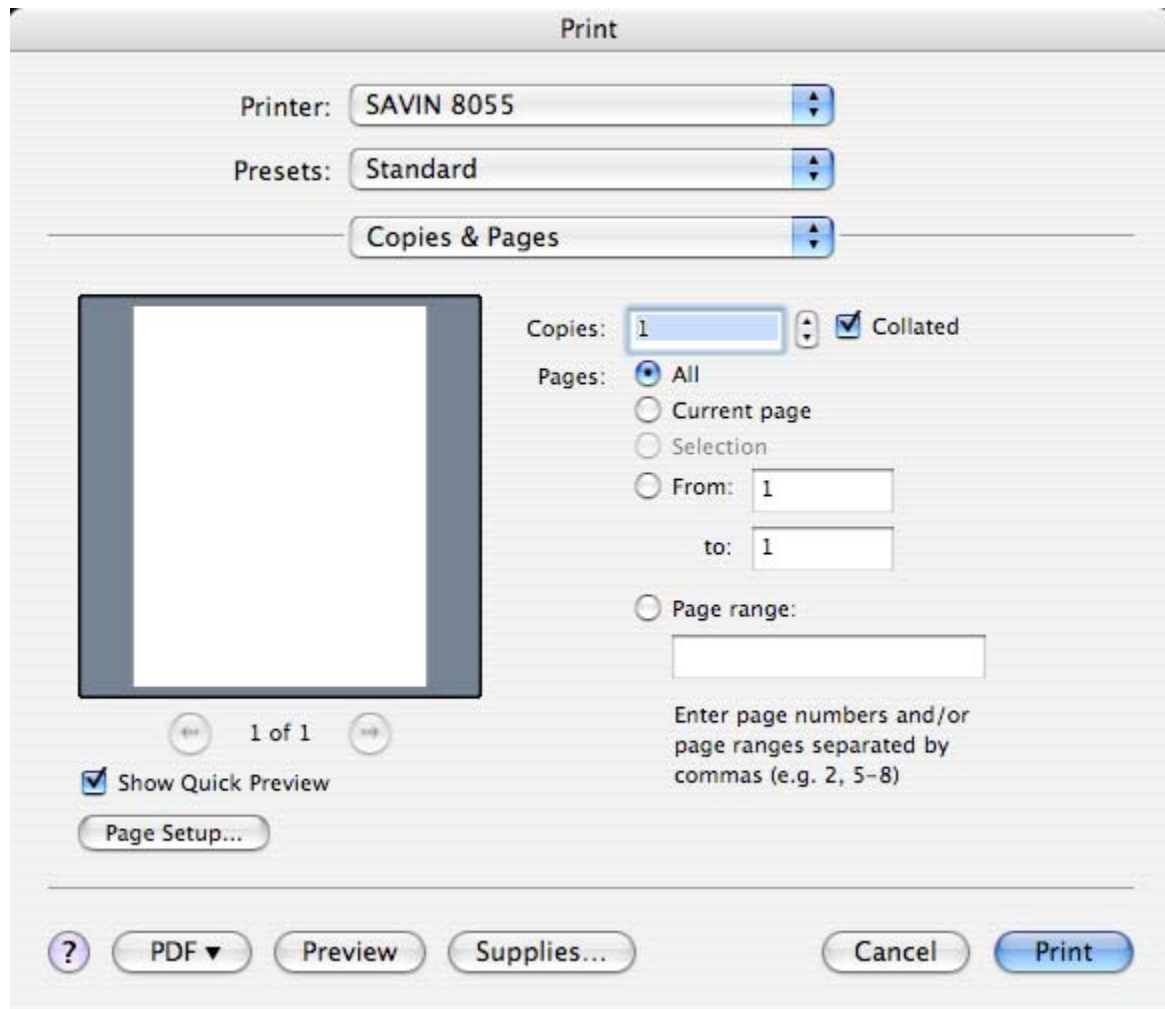
You should now have the [Savin 8055](#) in your printer list...

Open up a word document, (may work with other programs but I have not tested as of yet)

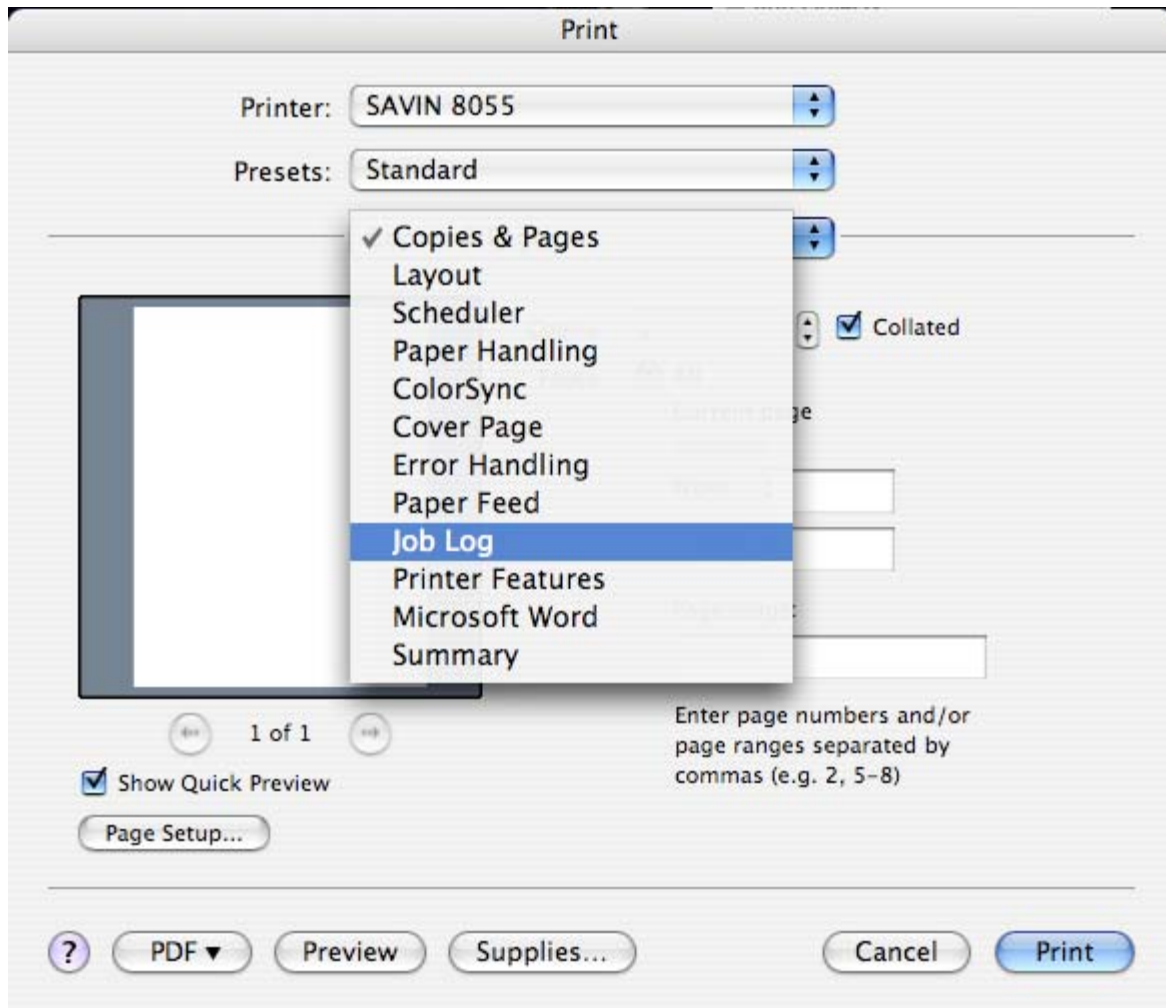
Create a page to print...

Click [File](#) then [Print](#)

Select the [Savin 8055](#)



You should now see this screen...



Click on [Copies & Pages](#)  
Select [Job Log](#)

**Print**

Printer: SAVIN 8055

Presets: Standard

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Job Log

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User ID: yourname (Up to 8 alphanumeric characters)

Job Type: Hold Print


File Name:   
(Up to 16 alphanumeric characters)

Password:  4-8 digits

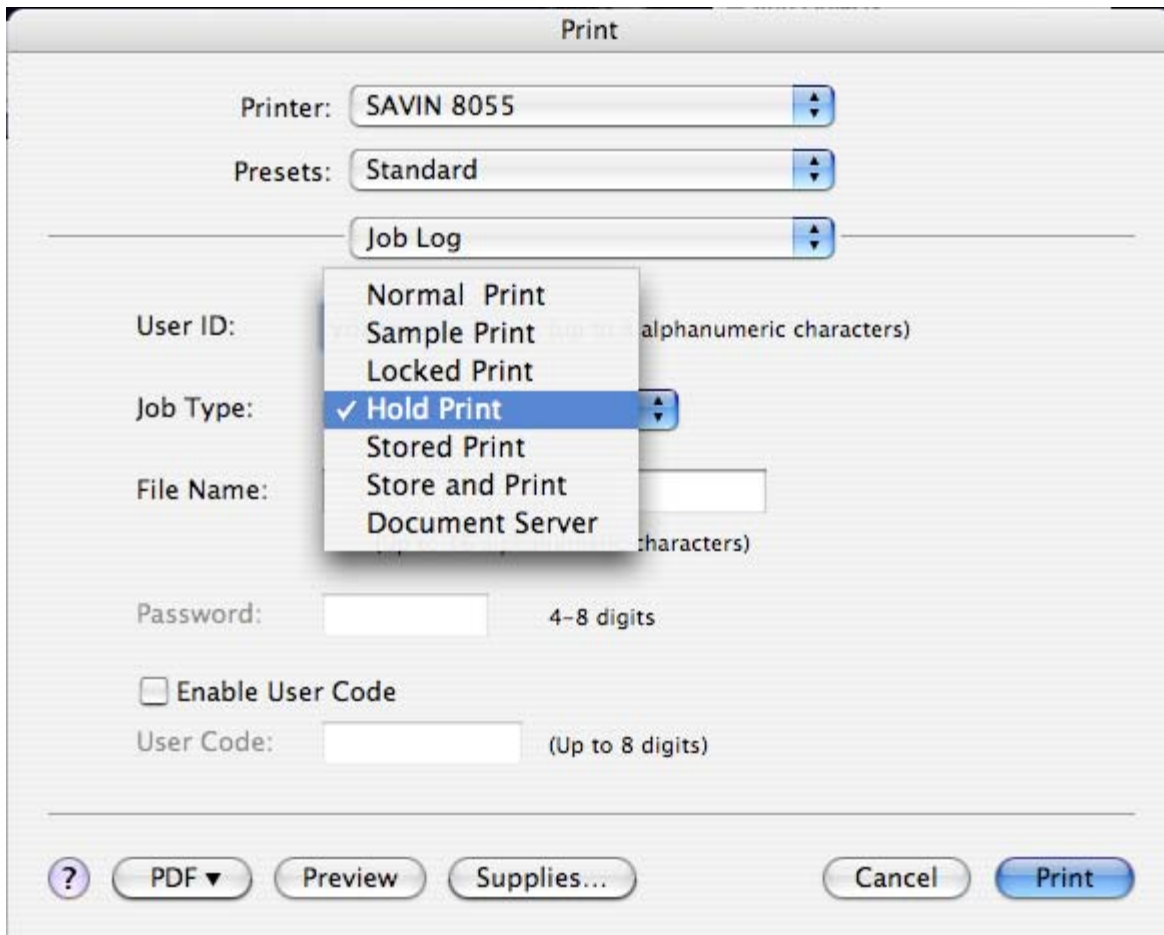
Enable User Code

User Code:  (Up to 8 digits)

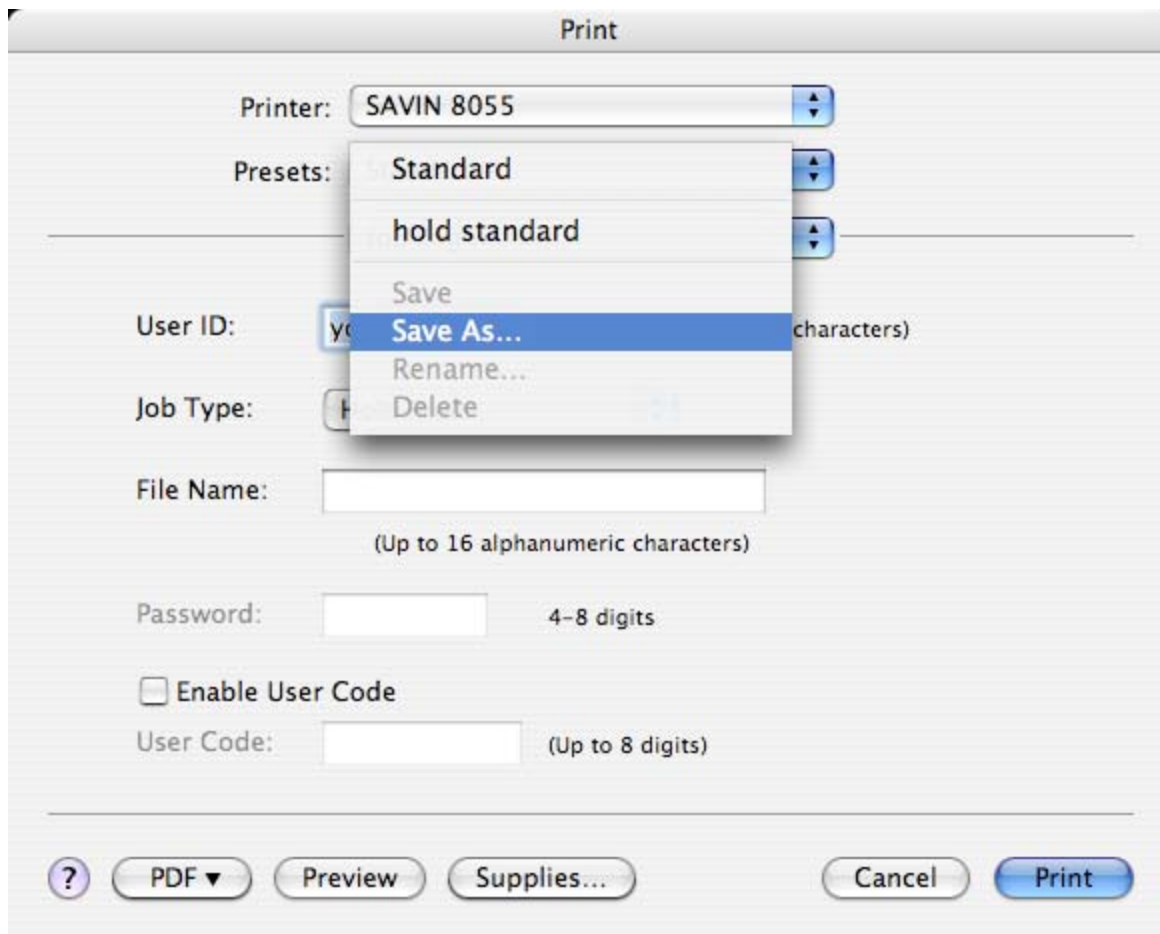
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 PDF ▼ Preview Supplies... Cancel Print

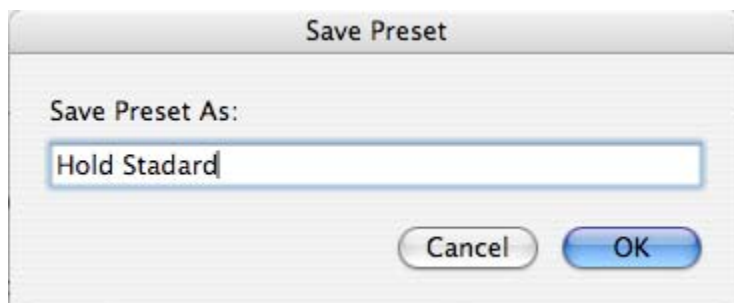
Enter your name in [User ID](#)



Select [Hold Print](#) in [Job Type](#)



Select [Save As...](#)



Save as [Hold Standard](#)

Click [OK](#)

The image shows a 'Print' dialog box with the following fields and options:

- Printer: SAVIN 8055
- Presets: hold standard
- Job Log: Job Log
- User ID: yourname (Up to 8 alphanumeric characters)
- Job Type: Hold Print
- File Name: (Up to 16 alphanumeric characters)
- Password: (4-8 digits)
- Enable User Code
- User Code: (Up to 8 digits)

Buttons at the bottom: ? PDF ▼ Preview Supplies... Cancel Print

Make sure you have your name in User ID, the newly created Hold Standard setting listed and Hold Print set under Job Type as seen above.

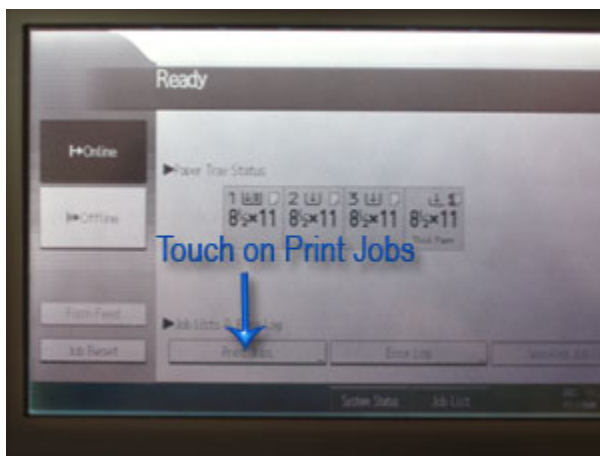
Click [Print](#)

You must do at least one print job so that the Hold settings stay saved.

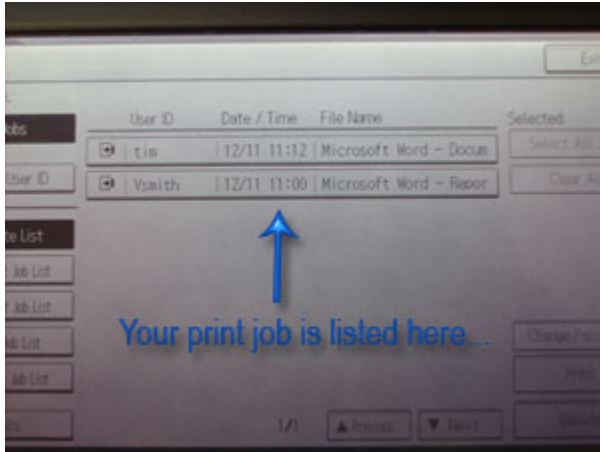
Now go to the Savin copier in the office to collect your print job...



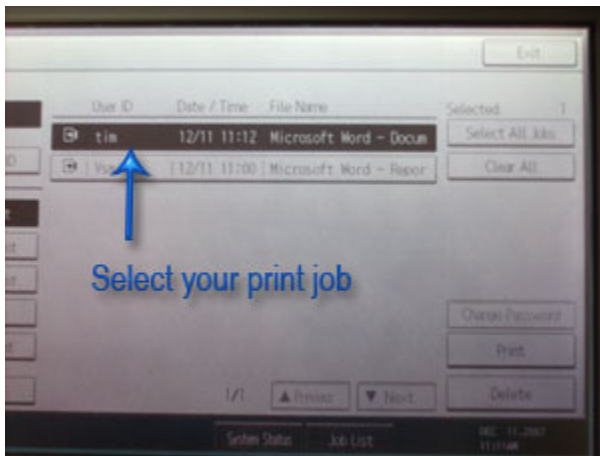
Click on [Printer](#)



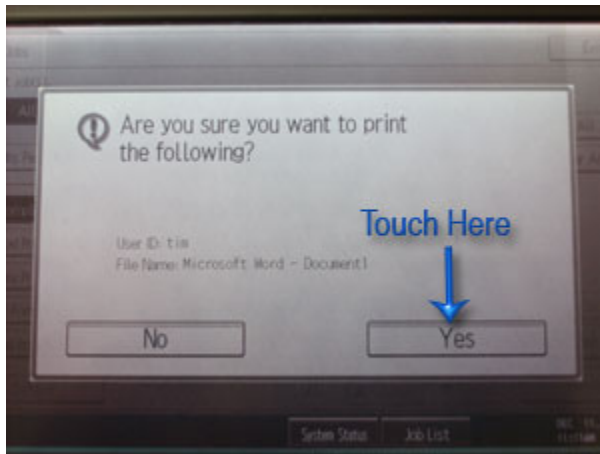
Touch the [Print Jobs](#) Button



Your print job should be listed here...



Select your print job...



Click [Yes](#)

The printer will start to print.

And that is it.